

Illinois Department of Transportation

Division of Highways / Bureau of Construction
2300 South Dirksen Parkway, Springfield, Illinois 62764

Subject:
Procedures for
Local Agency Contracts Exempt
From Federal Oversight

CONSTRUCTION MEMORANDUM NO. 02-6

Effective: May 31, 2002

Expires: Indefinite

This memorandum supersedes Construction Memorandum No. 95-6, effective January 3, 1995.

The Illinois Department of Transportation entered into a Contract Oversight Agreement with the Federal Highway Administration on September 28, 1999.

The purpose of this memorandum is to outline the District's responsibilities for administering Federal contracts exempt from FHWA oversight.

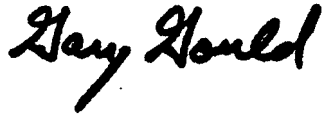
1. Trained Technicians (Materials Testing) and Qualified Laboratories Requirements for trained technicians (materials testing) and qualified laboratories are covered in the Department's current [Project Procedures Guide](#).
2. Resident Engineer Preferably, the County Engineer/Superintendent of Highways, Municipal Engineer, or a full-time publicly-employed registered Professional Engineer should be named the Resident Engineer for the project. If this cannot be done, the District shall ask the local agency to submit Form [BC 775](#), recommending a qualified, full-time publicly-employed individual to serve as the Resident. The selection and District approval of the Resident shall be done prior to the start of construction.
3. Inspectors The individuals who perform the day-to-day duties of layout, inspection, quantity measurements, and documentation can be either public employees or consultant employees. In either event, it shall be the responsibility of the County Engineer/Superintendent of Highways, the Municipal Engineer, or Resident to see that adequate instruction has been given to inspectors concerning the requirements of the contract documents and the procedures contained in the Construction Manual. The Local Agency shall submit Form [BC 776](#) to the District certifying that the inspector is trained and qualified to perform the day-to-day duties.
4. Quantity Documentation Both progress and final documentation reviews shall be conducted by the District in accordance with the documentation procedures outlined in the Construction Manual.

The District Engineer shall designate one or more staff engineers to be responsible for the supervision of construction of federally funded local agency contracts. The Engineer's responsibilities in this regard are as follows:

1. Be available to the designer for consultation during the design phases of the project. As appropriate, make plan-in-hand field reviews and review plans and specifications of proposed projects.
2. Make periodic inspections of all active construction projects. Each contract shall be inspected at an early stage to determine that project personnel are knowledgeable as to the requirements of the specifications and contract documents and are

performing proper contract administration and documentation. Be present during or prior to the onset of all major work items. The frequency of inspections shall be at the Engineer's discretion considering project size, complexity, known problem areas and the experience of project personnel.

3. Make a final inspection in conjunction with the local agency. Notify the FHWA of satisfactory completion of the contract.

A handwritten signature in black ink that reads "Gary Gould". The signature is written in a cursive, slightly stylized font.

Gary Gould
Engineer of Construction